



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division- Tax Unit
2910 North 44th Street, Suite 210
Phoenix, Arizona 85018-7269
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ATTENTION: ANNUAL FEES REPORT PREPARER

**2005 ANNUAL FEES REPORT FILING INSTRUCTIONS FOR
DOMESTIC UNAFFILIATED CREDIT LIFE AND DISABILITY REINSURERS**

2005 ANNUAL FEE FORMS INVENTORY AND INSTRUCTIONS

| FORM NAME | FORM DESCRIPTION |
|-----------|--------------------|
| E-UCLDR | Annual Fees Report |

ANNUAL FEES REPORT AND REMITTANCE A.R.S. § 20-223

UNAFFILIATED CREDIT LIFE AND DISABILITY REINSURERS have the option to remit the TOTAL ANNUAL FEES payment via an ACH credit delivery to the Department's account with Bank of America. **This option relieves the company from having to download, print, sign and file an Annual Fees Report Form**, which is otherwise required to be filed with a check payable to the Arizona Department of Insurance. The Reinsurer must already utilize ACH payment services with a financial institution that adheres to the standards prescribed by the NACHA.

If you choose to pay total Annual Fees due by the ACH credit method, you must use the required format and content prescribed in **Form E-ACH.INSTRUCTION**, available from our web site. If the total fees due are paid via ACH delivery, the Annual Fees Report is NOT required to be filed.

If you choose to pay total Annual Fees due by check payable to the Arizona Department of Insurance, **you must send the check with the ANNUAL FEES REPORT FORM E-UCLDR.**

DUE DATE

The Annual Fees Report Form E-UCLDR and/or payment are due on or before **August 1** if the Reinsurer's fiscal year end is December 31st or **November 1** if the Reinsurer's fiscal year ends on a date other than December 31st. If the applicable due date falls on a Saturday or Sunday, the deadline will be extended to the following Monday for that year only. STATUTORY PENALTIES FOR LATE FEE PAYMENTS WILL BE ENFORCED.

PLEASE NOTE OUR "POSTMARK POLICY" APPLICABLE TO STATUTORY FILINGS, AS IT IS ENFORCED BY THIS DEPARTMENT: To be considered a TIMELY filing, the package containing the filing must display validation by the United States Postal Service* as proof of the date of filing. Courier deliveries must include an invoice bearing the date of courier pick-up. If your package does not provide evidence of a timely filing it will be considered filed WHEN RECEIVED and statutory penalties, where applicable, will be assessed. *Postage meter stamps do not qualify.

IMPORTANT: DUE TO CASH CONTROL PROCEDURES DO NOT MAIL ANNUAL FEES REPORT FORM(S) OR PAYMENT(S) INSIDE ANNUAL STATEMENT PACKAGES. YOU MUST MAIL TO THE ATTENTION OF: TAX UNIT, AT ADDRESS SHOWN ABOVE.